

CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM
305 W. PINE STREET
TUESDAY, FEBRUARY 2, 1999

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, February 2, 1999 commencing at 7:00 a.m.

ROLL CALL

Present: Council Members – Hitchcock (left at 7:50 a.m.), Mann, Nakanishi, Pennino (left at 7:45 a.m.) and Land (Mayor)

Absent: Council Members – None

Also Present: City Manager Flynn, Deputy City Manager Keeter, Public Works Director Prima, Community Development Director Bartlam, Finance Director McAthie, Police Chief Hansen, Parks and Recreation Director Williamson, City Attorney Hays and City Clerk Reimche

Also present in the audience was a representative from the Lodi News Sentinel and The Record.

TOPIC(S)

1. Fees (Police, Parks and Recreation, Engineering, Planning)

ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 8:20 a.m.

ATTEST:


Alice M. Reimche
City Clerk

BUDGET POLICIES

OTHER FEES AND RATES

A. Ongoing Review

Fees and rates will be reviewed and updated on an ongoing basis to ensure that they are correct and appropriate based on the changing needs of the community, i.e. economic concerns, social issues, public safety.

B. General Concepts Regarding the Use of Service Fees and Rates

The use of fees and rates should be subject to the following general concepts:

1. Revenues normally will not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization wide cost such as accounting, personnel, data processing, vehicle maintenance and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service and the influence rates and fees have on economic development.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

C. Low Cost Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general purpose revenues, not user fees.

1. Maintaining and developing public facilities that are provided on a uniform, community wide basis such as streets, parks and general purpose buildings.
2. Delivery of social service programs and economic development activities.

BUDGET POLICIES

D. Comparability with Other Communities

1. Fee surveys should never be the sole or primary criteria in setting City fees. There are many factors that affect how and why other communities have set their fees at their levels. For example:
 - a. What level of cost recovery is their fee intended to achieve compared with Lodi's cost recovery objectives?
 - b. What costs have been considered in computing the fees?
 - c. When was the last time that their fees were comprehensively evaluated?
 - d. What level of service do they provide compared with Lodi's service or performance standards?
 - e. Is their rate structure significantly different than Lodi's and what is it intended to achieve?
2. Surveys comparing the City's fees to other communities is useful background information in setting fees for several reasons:
 - a. They reflect the "market" for these fees and can assist in assessing the reasonableness of the City's fees.
 - b. If prudently analyzed, they can serve as a benchmark for how cost effective the City provides services.

These are difficult questions to address in fairly evaluating fees among different cities.

POLICE DEPARTMENT

Cost Recovery Summary Proposed Fee Increases

	<u>Current</u>	<u>Proposed</u>
Impound Vehicle Release Fee	\$ 45.00	\$ 75.00
CCW Applicant-Every 2 years		
City of Lodi Fee-	\$ 15.00	\$ 25.00
State Mandated Fee	73.00	90.00 (as of 1/99)
CCW Renewal-Every 2 years		
City of Lodi Fee	\$ 3.00	\$ 15.00
State Mandated Fee	25.00	42.00 (as of 1/99)
Range Fees	\$ 13.00	\$ 25.00
Massage Proprietor	\$ 63.50	\$ 313.00
(Additional Investigative Fee of \$250)		
Massage Technician	\$ 63.50	\$ 213.50
(Additional Investigative Fee of \$150)		

POLICE DEPARTMENT

Cost Recovery Summary **Proposed New Fees**

	<u>Current Fee</u>	<u>Proposed Fee</u>
Outside Agency Mechanical Sign-off	0	\$ 10.00
VIN Verification	0	\$ 35.00
Commercial Alarm Permit Annual Renewal	0	\$ 25.00
Excessive False Alarm Fee	0	\$ 50.00
DUI Cost Recovery – Arrest No Collision	0	\$ 125.00
Collision No Injury	0	\$ 200.00
Collision with Injury	0	\$ 300.00
Collision Fatal	0	\$1,000.00
Fire Dept. Response	0	\$ 150.00

Lodi Parks and Recreation Department
Proposed Fee Increases
Estimated New Revenue

Program	Participants	Old Fee	New Fee	Revenue	Notes
BOBS Youth Sports	4000	\$0	\$1	\$4,000	\$1 per Activity
BOBS Competitive Soccer	300	\$0	\$2	\$600	\$1 per RAB (2x)
Flag Football	333	\$20	\$25	\$1,665	
Junior Basketball 4rd-5th Grade	424	\$20	\$25	\$2,120	
Junior Basketball 6th Grade	170	\$20	\$28	\$1,360	
Public Swim - Blakely Youth	6316	\$0.75	\$1	\$1,579	
Public Swim - Blakely Adult	916	\$1.25	\$1	-\$229	
Public Swim - Lake Beach Youth	8500	\$0.75	\$1	\$2,125	
Public Swim - Lake Beach Adult	5500	\$1.25	\$2	\$4,125	
Swim Lessons	1000	\$15	\$20	\$5,000	
Summer Swim League	500	\$15	\$20	\$2,500	
Lodi City Swim League	130	\$0	\$3	\$390	\$1 per RAB (3x)
Adult Softball	209	\$210-\$325	\$225-\$340	\$3,135	\$15 per team
Adult Soccer	14	\$195	\$205	\$140	\$10 per team
Adult Basketball	22	\$60-\$300	\$70-\$310	\$220	\$10 per team
Adult Volleyball	28	\$140	\$150	\$280	\$10 per team
TOTAL				\$29,010	

Facility	Uses	Old Fee	New Fee	Revenue
Youth Shelter Resident	10	\$100	\$110	\$100
Youth Shelter Non-Resident	6	\$110	\$120	\$60
Hughes Shelter Resident	16	\$45	\$55	\$160
Hughes Shelter Non-Resident	5	\$55	\$65	\$50
Hughes Whole Resident	13	\$90	\$100	\$130
Hughes Whole Non-Resident	4	\$110	\$120	\$40
Parsons Shelter Resident	21	\$35	\$45	\$210
Parsons Shelter Non-Resident	3	\$45	\$55	\$30
Rotary Shelter Resident	9	\$40	\$50	\$90
Rotary Shelter Non-Resident	1	\$50	\$60	\$10
NEW Kiwanis Picnic Non-Profit	4	n/a	\$50	\$200
NEW Kiwanis Picnic Resident	25	n/a	\$75	\$1,875
NEW Kiwanis Picnic Non-Resident	4	n/a	\$85	\$340
Emerson Lions Den Resident	29	\$30	\$40	\$290
Emerson Lions Den Non-Resident	8	\$40	\$50	\$80
Legion Loewen's Den Resident	35	\$30	\$40	\$350
Legion Loewen's Den Non-Resident	3	\$40	\$50	\$30
Salas Picnic Area Resident	18	\$35	\$40	\$90
Salas Picnic Area Non-Resident	4	\$45	\$50	\$20
Kofu Building Resident	6	\$40	\$50	\$60
Lee Jones Building Resident	32	\$40	\$50	\$320
TOTAL				\$4,535

Lodi Lake Vehicle - Weekend/Hol.	Vehicles	Old Fee	New Fee	Revenue
Resident	7132	\$2	\$3	\$7,132
Non-Resident	2213	\$3	\$4	\$2,213
TOTAL				\$9,345

GRAND TOTAL	\$42,890
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MEMORANDUM, City of Lodi, Public Works Department

To: City Council
City Manager
From: Public Works Director
Date: January 28, 1999
Subject: Encroachment Permit Fees

The City owns or controls a great deal of property within the city limits. The vast majority of this property is in the form of street and alley rights-of-way and easements. The Public Works Department is tasked with reviewing and approving requests for use or encroachments onto this right-of-way through our encroachment ordinance and permit process.

Encroachment permits have been issued for a wide variety of activities, such as block parties, sidewalk sales, tree removal, fences, signs, use of parking stalls, sidewalk reconstruction, and work on utilities ranging from minor maintenance to major construction. The number and types of encroachment permits issued over the last three calendar years are listed in the attached table.

For each encroachment permit listed, the City incurs costs for staff time to process the encroachment request. In many cases, this process requires engineering review and field inspections. Over an entire year, the commitment of staff time to this activity is significant, amounting to the equivalent of nearly one full staff position. Currently, funding for this comes from taxpayers via the General Fund. No fees are charged to cover processing, engineering review, or inspection.

In order to defray some of the costs incurred, adoption of an encroachment permit fee should be considered. The Public Works Department is currently drafting a fee schedule for consideration. Our cost-recovery target, based on our estimate of time involved, is \$40,000 per year.

As a frame of reference, we have conducted a survey of other agencies to determine what fees, if any, are being charged. Ten agencies responded to our request for information. Because the type and amount of fees vary, six representative categories were selected for comparison purposes and are attached for your information. While the fees are not consistent, it is evident that charging, in some form, for the services associated with the encroachment permit process is common practice.

In addition to encroachment permit fees, a fee increase for transportation permits and right-of-way abandonments and other special administrative actions should be considered.

A handwritten signature in black ink, appearing to read "Richard C. Prima, Jr.".

Richard C. Prima, Jr.
Public Works Director

RCP/RKM/lm

Attachments

cc: City Engineer

ENCPRMTFEES.DOC

PUBLIC WORKS

ANNUAL REPORT				
	YEAR	1996	1997	1998
ENCROACHMENT PERMITS		Jan-Dec	Jan-Dec	Jan-Dec
UTILITIES:				
PG&E		12	18	8
PT&T		29	28	33
CABLE				
(Public: Media One, Continental Cable, MCI)		1	31	6
(Private)		2	2	2
CONSTRUCTION				
Sidewalk/Driveways		33	52	44
Tree Removal (Only)			1	2
Improvement Plans: (City Approved)		6	15	7
On-site misc. construction only		1	3	2
(laterals, thru-the-curb drains, etc.)				
Monitoring Wells, Geophysical Testing		2	4	5
Other: construction related on and off-site activity		3	2	3
(laterals, thru-the-curb drains, etc.)				
Use of right-of-way for on-site activity				
Parking stalls reserved:		14	2	16
(For construction equipment and/or activity)				
Sidewalk closed: (Installation, removal of awnings, roofing, cleaning bldg. facade, placement reg. signs)		7	6	4
Other		19	3	5
NON-CONSTRUCTION (Temporary)				
Block Parties (Single Residential Block Closure)		35	40	39
Festivals (Single Block Closure-Open to the Public)		8	6	24
Parades/Caravans		5	4	6
Major Events: (Multiple block closure w/street activities)		2	7	3
Walk-a-thons, Marathons, Triathlons		2	4	3
Ribbons, Banners, Flag Displaying			1	1
Sidewalk Sales (No street closure)			1	
Other (Painting addresses on curbs, single or partial street closure, use of city property, parking stalls, etc.)		8	10	12
Vendors - Stationary sidewalk			2	1
PERMANENT				
(Fences, Buildings, Structures, Pools, Signs, etc.)		7	5	15
ANNUAL				
(Waster containers, Planter Boxes, Newspaper Dispensers, Private Mail Dispensers, etc.)		5	9	2
TOTAL ISSUED		201	256	243

PUBLIC WORKS

	1996	1997	1998
TRANSPORTATION PERMITS:			
	Jan-Dec	Jan-Dec	Jan-Dec
SINGLE TRIP (\$15 FEE)	116	114	109
REPETITIVE TRIP (\$20 FEE)	20	33	45
TOTAL ISSUED	136	147	154



**MEMORANDUM, City of Lodi, Community Development
Department**

To: City Manager
From: Community Development Director
Date: January 28, 1999
Subject: Planning Division Fees

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, is written over the "From:" line.

As part of the upcoming budget process, the department has initiated a review of the fees currently charged for the services provided. Within the Building and Safety function, fees are typically set once the codes are adopted. This process is anticipated this year. In the Planning Division, the fees charged have not been reviewed since 1993.

When looking at fees for development related activities, a certain philosophical question arises. Should the community subsidize development? Obviously, this is a policy decision that the Council must resolve. Other factors that we review when looking at fees is a) the cost of doing business; and b) the "competition." As an aside, the most equitable fee program is the hourly rate structure, which charges the project the actual rate of the person providing the service. Even though I have worked in cities with this type of program, it is quite time consuming to administer and I would not recommend pursuing this option unless it is done on a city-wide basis.

My recommendation would be to review the time it takes to carry out the typical project and compare that cost to the market. My fee proposal will no doubt show increases in the fees, but we will strive to keep them within the range of what other cities in the area are charging for the same services. A table showing those fees in comparison to Lodi will be shown at the shirtsleeve meeting.

Attached is the current fee schedule for information purposes.

KB/lw

Attachment

FEE SCHEDULE
CITY OF LODI
COMMUNITY DEVELOPMENT
DEPARTMENT

ACTIVITY		FEE
ANNEXATION	\$	2,000.00
DEVELOPMENT PLAN REVIEW	\$	1,650.00
GENERAL PLAN AMENDMENT	\$	500.00
REZONE	\$	600.00
LOT LINE ADJUSTMENT	\$	175.00
PARCEL MAP	\$	300.00
TENTATIVE SUBDIVISION MAP	\$	500.00
PRELIMINARY ENVIRONMENTAL ASSESSMENT	\$	50.00
NEGATIVE DECLARATION	\$	650.00
ENVIRONMENTAL IMPACT REPORT	\$	2,200.00
LANDSCAPE REVIEW	\$	175.00
MITIGATION MONITORING	\$	-
SPARC	\$	875.00
USE PERMIT	\$	500.00
VARIANCE	\$	350.00
ADMINISTRATIVE DEVIATION	\$	100.00
HOME OCCUPATION	\$	25.00
ZONING PLAN CHECK	\$	15.00
CODE COMPLAINT RECEIVED	\$	-
FIRST FIELD INSPECTION	\$	-
ADMINISTRATIVE PROCESSING	\$	-
COMPLIANCE INSPECTION	\$	-
2ND COMPLIANCE INSPECTION	\$	100.00
3RD COMPLIANCE INSPECTION	\$	300.00

October 31, 1996

Fee Schedule Comparison

Fee	Manteca	San Joaquin County	City of Stockton	City of Lathrop	Tracy	Galt	Average	Lodi
Administrative Deviations	\$100	\$35	\$1,920	\$330	\$560	506	\$575	\$100
Annexation	\$4,300-\$4,600	N/A	\$800 wo/EIR \$1,900 w/EIR	Cost of staff time	\$10,000	\$4,232	\$5,008	\$2,000
General Plan Amendment	\$1,500	\$3,450 - \$4,200	\$3,730	\$2,990 – 20% of staff time	Reimbursement Agreement	\$4,060	\$3,221	\$500
Home Occupation	\$75	\$55	\$50	\$50	N/A	\$13	\$49	\$25
Lot Line Adjustment	\$200	\$737	\$1,000	\$335	\$350	\$560	\$530	\$175
Negative Declaration	\$375	\$505	\$505	\$270	\$1,260	\$810	\$621	\$650
Parcel Map	\$750 + \$30/lot	\$1,895	\$1,705	\$405	\$4,895	\$2,300	\$1,991	\$300
Rezone	\$1,000	\$1,995 - \$2,850	\$2,400	\$2,580 – 20% of staff time	\$2,400	\$2,952	\$2,292	\$600
Tentative Subdivision Map	\$2,000 + \$50/lot	\$4,240-\$5,245 + \$15/lot	\$3,410	\$2,970	\$8,600-\$12,700	\$3,500	\$3,413	\$500
Use Permit	\$450-\$800	\$2,800	\$2,080	\$1,480	\$2,325-\$7,100	\$1,660	\$1,828	\$500
Variance	\$500	\$1,935	\$1,920	\$665	\$560	\$506	\$1,014	\$350
Appeals	\$100	\$275	\$330	\$360	\$230	\$304	\$265	0

Sample Charges for Encroachments						
Agency	Type					
	Block Party	Parade	Sign	Misc. Concrete Work Driveway/Sidewalk	Utility Work	Sidewalk Sales
Lodi	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee
Existing						
Proposed	\$25	\$25	\$25	\$50	\$25 + 2.5% of construction costs	No Fee Downtown
Stockton	\$185	\$185	\$310	\$128	\$128 + 35 cents/foot for trenching	No cost if items are within 30" of building
Tracy	\$30	\$30	\$110 + \$40/hr enrg & insp.	\$35 + \$40/hr for insp.	\$35 + \$40/hr for engineering review and inspection	Not Allowed
Modesto	\$20	\$20	Not Allowed	\$38.50	\$68 + 72 cents/foot for trenching	Allowed in Downtown Only No cost
Galt	Fee to be proposed	Fee to be proposed	Fee to be proposed	Fee to be proposed	Fee to be proposed	Fee to be proposed
Antioch	No Fee	No Fee	Not Allowed	\$10-\$25 * 5% of value if over \$500	\$10-\$25 * 5% of value if over \$500	Not Allowed
Turlock	No Fee	1 Block-\$0 >1 Block-\$76	\$50/hr for plan check & insp.	\$50/hr for plan check and inspection	\$50/hr + \$0.50 or \$1.75/sf if there is trenching**	No Permit Required
Davis	\$32 or \$64 Nonprofit/other	\$32 or \$64 Nonprofit/other	\$64	\$25 for 20 feet and \$25 for each additional 20 feet	No trenching - \$38 to \$76 Trenching - \$76 to \$127	\$64
City of Sacramento	\$10	Charge for Meter Losses	\$190 or \$380***	\$175 to \$400 varies with length	Actual cost	\$190
Sacramento County	\$20	\$20	\$50	\$50	Pac Bell \$210 Others \$75 + actual costs	Not Allowed
San Joaquin County	Not Allowed	\$40	\$40	\$50 + 50 cents/foot	\$50 + 5 to 35 cents per foot for trenching	\$40

* varies with value of work between \$0 - \$500

** \$0.50/sf - dirt ; \$1.75/sf for pavement

*** \$190 - No Council Action / \$380 Council Action

Proposed Fee Schedule Changes

		Proposed Fee Revisions	Existing Fee
Engineering Fees			
Improvement Plan Checking			
	First Submittal (non-refundable)	\$840 per sheet	\$750 per sheet or submit est. and fee per schedule
	Final Approval	No Change	4.5 % of first \$50,000 2.5% of next \$200,000 1.5% of amount over \$250,000
	Inspection	No Change	2.5% on engineered projects
	Inspection on Overtime	\$39.30 per hour	\$35.10 per hour
	Parcel Map Check/Processing	\$280 plus \$10 per lot	\$250 plus \$10 per lot
	Final Map Processing	\$225	\$200
Miscellaneous			
Encroachment Permit			
	Sidewalk/Driveway (single parcel)	\$50	No Fee
	Non-construction	\$25	No Fee
	Downtown Sidewalk Encr.	No Fee	No Fee
	Utility and other non-public construction	\$25 min + 2.5% of constr. cost for engineering and 2.5% for inspection	No Fee
Transportation Permits			
	Single Trip	No Change	\$15
	Multiple Trips	\$90	\$20
Other			
	Address Change	\$50	No Fee
	Street Abandonment	\$750 + traffic studies	\$25
	Easement Abandonment	\$250	\$25
	Street Name Change	\$250	No Fee
	Lot Line Adjustment	\$225	No Fee